

MISSION ESSENTIAL QUALIFICATIONS STANDARDS

TESTING

DEPARTMENT OF DEFENSE
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND
2834 GREEN BAY ROAD, NORTH CHICAGO, ILLINOIS 60064-3094

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Training
MISSION ESSENTIAL QUALIFICATIONS STANDARDS - TESTING

FOR THE COMMANDER:

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DISTRIBUTION:

Spec
Ea MEPS

Summary. This revision reflects administrative changes only.

Applicability. This handbook applies to all Testing Section personnel in the military entrance processing stations (MEPS).

Suggested improvements. The proponent agency of this handbook is Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM), Human Resources Directorate. Users are invited to send comments and suggested improvements, on Department of the Army Form 2028 (Recommended Changes to Publications and Blank Forms), or by memorandum, to HQ USMEPCOM, ATTN: MHR-TR, 2834 Green Bay Road, North Chicago, IL 60064-3094.

1. Purpose

To provide MEPS personnel the mission essential qualification standards (MEQS) needed to become a more productive member of the qualified MEPS team.

2. Prescribing regulation

USMEPCOM Reg 350-1 (Command Training Program) prescribes the use of this handbook. Users may obtain this regulation from the USMEPCOM Electronic Pubs/Forms Library.

3. Minimum performance standards

The MINIMUM performance standards needed to do a task in a specified category will qualify the individual in the assigned task. To qualify for the task, the individual is required to all answer questions and perform all tasks in the specified category.

4. Task identifier number

A task identifier number identifies the MEPS section, the category series number, and the primary task/subtask number and title. An explanation of task identifier number digits are explained in below.

a. Explanation of task identifier number digits.

(1) First digit (MEPS section). The first digit shows the MEPS section which the task falls under, see example below.

First Digit (MEPS section). The first digit shows the MEPS section which the task falls under, see example below.

First Digit = MEPS Section

1xxx	Medical
2xxx	MIRS
3xxx	Operations
4xxx	Testing
5xxx	Support

(2) Second digit (Category). The second digit identifies the category of training/testing. See sample below.

Second Digit - Category

x1xx	Basic Knowledge
x2xx	Job Knowledge
x3xx	Task Certification

(a) Basic Knowledge (1 series). This category contains the basic information the trainee is required to know. The references listed above the component paragraphs in this category will aid the trainee in self-study. See sample below.

4101 USMEPCOM's Mission

References:

- a. AR 601-270
- b. USMEPCOM Reg 10-1

c. USMEPCOM Reg 601-4

1. Define the mission of USMEPCOM and your MEPS?
2. Where is HQ USMEPCOM located?
3. Where is sector headquarters located?
4. Who is the sector commander?
5. Who is the senior enlisted advisor of sector?
6. What is the Interservice Recruitment Committees function?
7. What is the Midlevel Recruitment Committees Function?

(b) Job Knowledge (2 series). This category contains information that will prepare individuals to understand the various functional areas within the MEPS. See sample below.

4201.1 Explanation

1-1. Explain the purpose and importance of USMEPCOM Form 714A-E.

1-2. Explain MEPS requirements for coding USMEPCOM Form 714A-E.

4201.2 Components

For each component listed below:


- a. What is its purpose?
- b. What is the MEPS required action?
- c. What is the recruiting commands' responsibility?
- d. What is MEPS responsibility?

	<u>a</u>	<u>b</u>	<u>c</u>	<u>d</u>
2-1. USMEPCOM Form 714A-E, blocks 1 through 21.	X	X	X	X
2-2. ARADS Generated USMEPCOM Form 714A-E, blocks 1 through 21.	X	X	X	X
2-3. Thumbprinted USMEPCOM Form 714A-E.	X	X	X	X

2-4. No ID, USMEPCOM Form 714A-E..	<u>a b c d</u> X X X X
2-5. Unsigned USMEPCOM Form 714A-E by test administrator, applicant, or recruiter.	X X X

(c) **Task Certification (3 series).** This category contains the tasks required to ensure certification in the various functional areas. See sample below.

4301.1 Demonstration

Place a  mark or your initials as you complete a subtask

- | | |
|---|-------|
| 1-1. QC USMEPCOM Form 714A-E. | _____ |
| 1-2. Code USMEPCOM Form 714A-E. | _____ |
| 1-3. Suspense incomplete USMEPCOM Form 714A-E, SSN verifications, and "N" status discrepancies. | _____ |
| 1-4. Clear Incomplete USMEPCOM Form 714A-E, SSN verifications, and "N" status discrepancies. | _____ |
| 1-5. Receive MET site packages. | _____ |
| 1-6. Breakdown MET site packages. | _____ |
| 1-7. QC MET site packages. | _____ |
| 1-8. Process MET site packages. | _____ |

Initials Date

Task 4301 completed: _____

(3) Third and fourth digits. The third and fourth digits will show the primary task number. There may be more than one primary task. The first primary task will be numbered "01" and numbered consecutively thereafter. The number of primary task will not exceed the number "99" (e.g., 2299). See sample of a primary task identifier number and its title below.

Third and Fourth Digits/Primary Task

xx01/(Primary task title)

(4) Fifth and sixth digits. The fifth and sixth digits following a decimal point are required only when the primary task has a subtask. A subtask is an extension of a primary task. See sample below.

Fifth and Sixth Digits/Subtask**xxxx.10** (Subtask title)

b. Component paragraphs. These are the paragraphs that are contained under the task identifier number. They consist of the tasks the trainee needs to know and/or demonstrate.

5. Training coordinator

Training coordinators are responsible for assisting section supervisors in administering the appropriate MEQS handbook. Tasks may include distributing the MEQS handbook, maintaining individual training folders, assisting trainees, and meeting with the section supervisors to ensure the program is updated as required.

6. Section supervisors

Section supervisors play an extremely important role in the success of the Command training Program. If the supervisor administers MEQS with insight, he or she will find that the MEQS is a helpful tool that can fit into the overall training plan effectively. Supervisors will assign their personnel a specific task(s) to complete. The supervisor is responsible for tailoring MEQS to fit each section and the command's need. The supervisor should provide motivation to their personnel by assigning goals and following the trainees' progress.

7. Trainee

The trainee is responsible for complying with training schedules and following instructions from the supervisor and authorized trainers. He or she must become proficient in his or her assigned task(s) in a timely manner.

8. Cross training

There will be times when you will receive training in other areas of the MEPS to help fill manning shortages. For example, a medical technician may have to assist at the control desk, or a military processing clerk may have to conduct the ortho/neuro exercises. Instead of issuing the appropriate MEQS handbook, the section supervisor, or authorized trainer, will provide copies of the tasks and Certification Sheet for that task(s). You need only cross train on those tasks necessary for the job. For example, a military processing clerk doing ortho/neuro exercises only needs to qualify on those applicable tasks on the Certification Sheet.

9. Periodic progress reviews

Section supervisors conduct periodic progress reviews throughout the year to ensure the individual is accomplishing his or her assigned task(s). Failure to meet progress goals are addressed through individual counseling sessions. Section supervisors will conduct periodic progress reviews.

10. Progress Summary Sheet

Supervisors, or authorized trainers, use the Progress Summary Sheet to annotate the dates the trainee satisfactorily completed the assigned task(s). The Progress Summary Sheet may also be used to document sustainment/refresher training.

11. Certification Sheet

After the trainee completes all assigned task(s), the supervisor completes the Certification Sheet. The supervisor forwards the Certification Sheet and the Progress Summary Sheet to the MEPS' training coordinator. MEPS' training coordinator (normally the first sergeant) files the sheets in the individual training file.

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BASIC KNOWLEDGE

4101 *USMEPCOM's Mission*

References:

- a. AR 601-270
- b. USMEPCOM Reg 10-1
- c. USMEPCOM Reg 601-4

1. Define the mission of USMEPCOM and your MEPS?
2. Where is HQ USMEPCOM located?
3. Where is sector headquarters located?
4. Who is the sector commander?
5. Who is your sector command sergeant major?
6. What is the Interservice Recruitment Committees function?
7. What is the Midlevel Recruitment Committees Function?
8. Define Modular processing and same day processing and give their purpose?
9. What is the Privacy Act and how does it relate to the processing of applicants at your MEPS?
10. Describe your MEPS applicant dress code.
11. Explain the purpose and basic concepts of the Red Carpet Program.
12. Explain the relationship of USMEPCOM in the accession triad.

4102 *Quality Control*

References:

- a. AR 601-270
- b. USMEPCOM Reg 601-4

- c. USMEPCOM Reg 601-23
- d. USMEPCOM Reg 611-1
- e. USMEPCOM Reg 611-3
- f. USMEPCOM Reg 680-1
- g. USMEPCOM Cir 20-9
- h. MEPS ' Quality Control SOP

1. Explain the purpose of quality control (QC)?

2. Explain the responsibilities of the following work stations in the performance of QC :

- | | |
|------------------------------------|-----------------------------------|
| a. Control desk - Medical | f. Pre enlistment interview (PEI) |
| b. Control desk - Operations | g. Proctor |
| c. Files room clerk | h. System support personnel |
| d. Night quality control personnel | i. Test administrator |
| e. Packet breakdown | j. Transportation |

3. Explain the purpose of the following (MIRS) products and their importance to quality control:

- a. USMEPCOM PCN 714ADP - Applicant/Enlistee Record
- b. USMEPCOM PCN ZHM001 - Entnac Status Report
- c. USMEPCOM PCN ZHM002 - Drug and Alcohol Results Roster
- d. USMEPCOM PCN ZHM003 - Report of Daily ENTNAC Submissions
- e. USMEPCOM PCN ZHM005 - HIV Results Roster
- f. USMEPCOM PCN ZHM080 - Testing Roster
- g. USMEPCOM PCN ZHM082 - Dep-in Roster
- h. USMEPCOM PCN ZHM085 - Accession Roster

4. Define PAMDAHO and how it relates to MIRS.

5. Define the following record identification (RID) types:

- | | | |
|------|------|------|
| a. 0 | d. 3 | g. 6 |
| b. 1 | e. 4 | h. 7 |
| c. 2 | f. 5 | |

6. Explain the purpose of the parental consent on DD Form 1966/4.

7. Explain when signature verification is required.

8. Define the following MIRS type codes:

- | | |
|------|------|
| a. A | d. J |
| b. B | e. K |
| c. E | f. M |

9. Define the following MIRS status codes:

- | | | |
|------|------|------|
| a. A | h. I | o. R |
| b. B | i. J | p. V |
| c. C | j. K | q. Z |
| d. D | k. L | |
| e. E | l. M | |
| f. G | m. N | |
| g. H | n. P | |

10. Explain the purpose of the MEPS Quality Review Program (QRP).

4103 *Aptitude Testing*

References:

- a. AR 601-270
- b. USMEPCOM Reg 611-1
- c. USMEPCOM Reg 611-3
- d. USMEPCOM Reg 601-4
- e. USMEPCOM Reg 680-1

- 1. Explain the purpose of ASVAB testing.
- 2. Describe the two ASVAB testing programs.
- 3. What constitutes a “G” status?
- 4. What is DOD's qualifying ASVAB score for the following:
 - a. Nonapplicants.
 - b. Nonprior Service applicants.
 - c. Prior Service applicants.
- 5. Explain the validation period of the ASVAB test.
- 6. Explain the time requirement for retesting initial and retests.
- 7. Explain the purpose of mobile examining team (MET) sites and how many sites the MEPS is responsible for.
- 8. Describe the purpose of special qualification tests and under what conditions are they given.

9. Describe the effect an invalid initial and retest has on applicant processing.
10. Describe the events leading to a TCO interview and the effects on applicant processing.
11. Describe the responsibilities of the test proctor and under what conditions they are required.
12. Describe the purpose and importance of USMEPCOM Form 714A-E.
13. Describe the responsibilities of the test proctor and under what conditions they are required for the student ASVAB program.
14. Define the following aptitude codes:

a. 0	d. 3	g. 6
b. 1	e. 4	h. 7
c. 2	f. 5	i. 9

4104 *Medical Examination*

References:

- a. AR 601-270
- b. USMEPCOM Reg 40-1
- c. USMEPCOM Reg 40-8

1. Explain the purpose of the medical examination.
2. Describe the basic tasks of a full physical examination.
3. Explain the validation period of a MEPS physical.
4. Describe the components of a physical inspection.
5. Explain when a physical inspection is required.
6. Describe the conditions which prevent applicants from being authorized physical examinations.
7. What applicants are required to have drug and alcohol testing?

8. Explain the purpose of a parental consent on DD Form 1966/4 and when they are required.
9. Explain the purpose of medical prescreens and when they are required.

4105 *Operational Processing*

References:

- a. AR 601-270
- b. USMEPCOM Reg 601-1
- c. USMEPCOM Reg 601-23
- d. USMEPCOM Reg 680-1

1. Explain the function of the Operations Section.
2. Explain the purpose and responsibilities of the following:
 - a. Control desk
 - b. Files room
 - c. MIRS
 - d. Packet breakdown
 - e. PEI
 - f. System support personnel (SSP)
 - g. Transportation
3. Explain the proper utilization of USMEPCOM Form 727-E (Processing List).
4. Explain the purpose of record retrievals and social security number (SSN) pulls.
5. Explain which Uniform Code of Military Justice (UCMJ) articles are required to be read to applicants prior to entering the Delayed Entry Program (DEP).
6. Explain the procedures for removing files from the files room.
7. Explain the cut-off times for applicant processing through the Operations Section.
8. Describe the Reserve shippers briefing given by the control desk personnel.
9. Define the following processing codes:
 - a. 0
 - b. 1
 - c. 2
 - d. 3
 - e. 4
 - f. 5
 - g. 7
 - h. 8
 - i. 9

JOB KNOWLEDGE**4201 USMEPCOM Form 714A-E**

References:

- a. USMEPCOM Reg 611-1
- b. USMEPCOM Reg 680-1

4201.1 Explanation

- 1-1. Explain the purpose and importance of USMEPCOM Form 714A-E.
- 1-2. Explain MEPS requirements for coding USMEPCOM Form 714A-E.

4201.2 Components

For each component listed below:

- a. What is its purpose?
- b. What is the MEPS required action?
- c. What is the recruiting commands' responsibility?
- d. What is MEPS responsibility?

	<u>a</u>	<u>b</u>	<u>c</u>	<u>d</u>
2-1. USMEPCOM Form 714A-E, blocks 1 through 21.	X	X	X	X
2-2. ARADS Generated USMEPCOM Form 714A-E, blocks 1 through 21.	X	X	X	X
2-3. Thumbprinted USMEPCOM Form 714A-E.	X	X	X	X
2-4. No ID, USMEPCOM Form 714A-E.	X	X	X	X
2-5. Unsigned USMEPCOM Form 714A-E by test administrator, applicant, or recruiter.	X	X		X

4201.3 Interface

- 3-1. Explain how proper coding of USMEPCOM Form 714A-E interfaces with applicant processing.
- 3-2. Explain how improper coding of USMEPCOM Form 714A-E interfaces with applicant processing.

- 3-3. Explain the role of coding of USMEPCOM Form 714A-E in the Command's quality control program.
- 3-4. Explain the purpose of the balance test usage during enlistment and student test sessions.
- 3-5. Explain the proctor ratio requirement during a student test session.
- 3-6. Define the duties of a military TA during a test session.
- 3-7. Explain the restrictions associated with using teachers as proctors.

4201.4 Special Conditions

- 4-1. Explain the procedures for coding and processing USMEPCOM Form 714A-E with missing information.

4201.5 Safety Precautions

- 5-1. None to be discussed.

4202 *Met Site Package Processing*

References:

- a. USMEPCOM Reg 611-1
- b. USMEPCOM Reg 680-1

4202.1 Explanation

- 1-1. Explain the accountable test material security requirements for mailed/special delivery accountable test material.
- 1-2. Explain the time requirements for delivery and processing of MET site packages after completion of ASVAB testing.

4202.2 Components

For each component listed below:

- a. What is its purpose?
- b. How long is it maintained?Where is it maintained?
- c. What quality control procedures are performed?

	<u>a</u>	<u>b</u>	<u>c</u>	<u>d</u>
2-1. USMEPCOM Form 714A-E.	X	X	X	X
2-2. USMEPCOM Form 611-1-7-E.	X	X	X	X
2-3. ASVAB Answer Sheets.	X	X	X	X
2-4. ASVAB answer sheet ribs.	X	X	X	X
2-5. MET site delivery schedule.	X	X	X	
2-6. OPM Form 697A.	X	X	X	X
2-7. Scratch paper.	X	X	X	X

4202.3 Interface

- 3-1. Explain how MET site package delivery and processing interfaces with applicant processing.
- 3-2. Explain how late MET site package delivery and/or processing interfaces with applicant processing.
- 3-3. Explain how MET site package delivery and processing interfaces with the recruiting Commands' mission.
- 3-4. Explain how MET site package processing interfaces with the Command's quality control program.
- 3-5. Explain how late MET site package delivery interfaces with test losses/compromises.
- 3-5. Explain how late MET site package processing interfaces with the Command's quality control program.

4202.4 Special Conditions

- 4-1. Explain the procedures for processing applicant ASVAB answer sheets when the SSN on answer sheets does not match the SSN on the applicant's USMEPCOM Form 714A-E.
- 4-2. Explain the procedures for processing applicant answer sheets when the applicant's USMEPCOM Form 714A-E contains missing information.
- 4-3. Explain the procedures for processing applicant answer sheets when the applicant fails to sign the Privacy Act Statement on the ASVAB answer sheets.

4202.5 Safety Precautions

- 5-1. None to be discussed.

4203 High School Conversions

References:

- a. USMEPCOM Reg 611-1
- b. USMEPCOM Reg 680-1

4203.1 Explanation

- 1-1. Explain the procedures for performing high school conversions.

4203.2 Components

For each component listed below:

- a. What is its purpose?
- b. How long is it maintained?
- c. How is it used?
- d. What are the associated restrictions?

	<u>a</u>	<u>b</u>	<u>c</u>	<u>d</u>
2-1. PCN UE561-59C.	X	X	X	X
2-2. PCN STS050.	X	X	X	X
2-3. USMEPCOM Form 601-23-2-E.	X	X	X	X
2-4. USMEPCOM Form 714A-E.	X	X	X	X
2-5. DOD 1304.12K.	X	X	X	X

- | | |
|--------------------------------|---------|
| 2-6. Alpha List. | X X X X |
| 2-7. High school option codes. | X X X X |

4203.3 Interface

- 3-1. Explain how high school conversions interface with the recruiting commands' mission.
- 3-2. Explain how high school conversions interface with applicant processing.
- 3-3. Explain how high school conversions interface with enlistment testing/merging.
- 3-4. Explain how merging high school conversions interface with the Command 's quality control program.

4203.4 Special Conditions

- 4-1. Explain the procedures for processing high school conversion requests when the applicant's name is misspelled on the PCN UE561-59C, PCN STS050, and/or Alpha List.
- 4-2. Explain the procedures for processing high school conversion requests when the USMEPCOM Form 714A-E is incomplete.
- 4-3. Explain the procedures and restrictions for processing high school conversion requests for unsigned USMEPCOM Forms 714A-E.
- 4-4. Explain how failure to merge high school conversions prior to the applicant processing day affects the customer service and MEPS policies.

4203.5 Safety Precautions

- 5-1. None to be discussed.

4204 *Test Administration***References:**

- a. AR 601-270
- b. DOD 1304.12A14
- c. DOD 1304.12PTADMINOCT90

- d. USMEPCOM Reg 611-1
- e. USMEPCOM Reg 611-3
- f. Administering CAT-ASVAB Reference Guide

4204.1 Explanation

- 1-1. Explain the purpose of enlistment, student ASVAB tests, and special qualification tests.
- 1-2. Explain the paper and pencil, CAT-ASVAB, student, and special test requirements.
- 1-3. Explain what preparations are required to administer the paper and pencil, CAT-ASVAB, student, and special tests.
- 1-4. Explain the testing conditions and standard required for testing facilities/rooms.
- 1-5. Explain the requirements for proctor support after student testing.
- 1-6. Explain USMEPCOM's retest policy.
- 1-7. Explain the daily inventory requirements for removal and replacement of test material from security containers.
- 1-8. Explain the purpose and requirements for confirmation testing.
- 1-9. Explain the boot up procedures for the file server, Examinee/Test Administrator (ET/TA) station in the network mode and standalone mode.
- 1-10. Explain the failure/recovery procedures at the ET/TA station in the network and standalone mode.
- 1-11. Explain the procedures for sending CAT-ASVAB test results to MIRS in the network and standalone mode.
- 1-12. Explain the power down procedures for the ET/TA station and the file server.
- 1-13. Explain the preventative maintenance procedures for the CAT-ASVAB system.

4204.2 Components

For each component listed below:

- a. What is its purpose?
- b. What test is it used for?
- c. How many are required?
- d. What quality control actions are required?
- e. What security precautions are taken for this?

	<u>a</u>	<u>b</u>	<u>c</u>	<u>d</u>	<u>e</u>
2-1. Test booklet.	X	X	X	X	X
2-2. Answer sheets.	X	X	X	X	X
	<u>a</u>	<u>b</u>	<u>c</u>	<u>d</u>	<u>e</u>
2-3. Scratch paper.	X	X	X	X	X
2-4. Pencils.	X				X
2-5. Privacy Act statements.	X	X	X	X	X
2-6. Stop watch/electronic timer.	X	X			X
2-7. Test administration forms.	X	X	X	X	X
2-8. Manual of administration.	X	X	X	X	X
2-9. USMEPCOM Form 611-1-9-R-E.	X	X	X	X	X
2-10. USMEPCOM Form 611-1-7-E.	X	X	X	X	X
2-11. USMEPCOM Form 714A-E.	X	X	X	X	X
2-12. Applicant Identification.	X	X	X	X	X
2-13. Access Roster.	X	X	X	X	X
2-14. Testing Signs.	X	X	X		
2-15. Clock.	X				X

4204.3 Interface

- 3-1. Explain how the test administrator interfaces with applicant processing.
- 3-2. Explain how the test administrator interfaces with recruiting personnel.
- 3-3. Explain how the test administrator interfaces with the Office of Personnel Management.

- 3-4. Explain how the test administrator interfaces with the civilian community.
- 3-5. Explain how the test administrator interfaces with test security and test loss/compromise.
- 3-6. Explain how test the administrator interfaces with the command's quality control program.
- 3-7. Explain how CAT-ASVAB interfaces with MIRS in the network mode.
- 3-8. Explain how CAT-ASVAB interfaces with MIRS in the standalone mode.

4204.4 Special Conditions

- 4-1. Explain the procedures for testing applicants with no identification.
- 4-2. Explain the procedures for dealing with applicants who are disruptive or caught cheating during ASVAB testing.
- 4-3. Explain the test administrator ' s procedures for no/late proctor support.
- 4-4. Explain the conditions that warrant the Asst Operations Officer to monitor ASVAB test administration.
- 4-5. Explain the procedures for administering special qualification test to applicants in the Delayed Entry Program (DEP).
- 4-6. Explain conditions warranting the cancellation of a school test session.
- 4-7. Explain the conditions warranting the removal of students from a school test.

4204.5 Safety Precautions

- 5-1. Explain the safety precautions that are taken by the test administrator when testing in an area and/or high school noted for violence.
- 5-2. Explain the safety precautions for handling intoxicated, hostile, or disturbed applicants.

4205 ASVAB/Special Test Scoring and Merge

References:

- a. USMEPCOM Reg 611-1
- b. USMEPCOM Reg 680-1

4205.1 Explanation

- 1-1. Explain the purpose and requirements for daily and weekly scoring analysis.
- 1-2. Explain the procedures for the manual scoring of enlistment and student ASVAB tests results with applicant files.
- 1-3. Explain the procedures for merging enlistment and special ASVAB test results with applicant files.
- 1-4. Explain the procedures for scoring special tests.
- 1-5. Explain the time requirements for the scoring and merging of enlistment and special tests with applicants files.

4205.2 Components

For each component listed below:

- a. What is its purpose?
- b. How is it used?
- c. What quality control is required?

	<u>a</u>	<u>b</u>	<u>c</u>
2-1. ASVAB answer sheets	X	X	
2-2. ASVAB/special test templates	X	X	
2-3. USMEPCOM Form 714A-E	X	X	X
2-4. DOD 1304.12-L-AETP-CT3	X	X	
2-5. Optical Mark Reader (OMR)	X	X	X
2-6. Prefeedback Roster	X	X	X
2-7. USMEPCOM Form 714A-E	X	X	X
2-8. USMEPCOM Form 601-23-2-E	X	X	X

	<u>a</u> <u>b</u> <u>c</u>
2-9. USMEPCOM Form 611-1-7-E	X X X
2-10. USMEPCOM PCN ZHM080	X X X
2-11. USMEPCOM PCN ZHM088	X X X
2-12. Alpha List	X X X
2-13. Electronic 12K program	X X X
2-14. PCN UE561-59C	X X X
2-15. STS Raw Score Roster	X X X
2-16. USMEPCOM Form 601-4-R	X X X
2-17. USMEPCOM Form 601-4-3-R-E	X X X

4205.3 Interface

- 3-1. Explain how ASVAB/special test scoring and merging interfaces with applicant processing.
- 3-2. Explain how ASVAB/special test scoring interfaces with recruiting projections and goals.
- 3-3. Explain how ASVAB/special test scoring interfaces with other MEPS processors.
- 3-4. Explain how ASVAB/special test scoring interfaces with student ASVAB testing.
- 3-5. Explain how ASVAB/special test scoring and merging interfaces with test material security.
- 3-5. Explain how ASVAB/special test scoring and merging interfaces with the command 's quality control program.

4205.4 Special Conditions

- 4-1. Explain the procedures for processing unsigned ASVAB answer sheets.
- 4-2. Explain the procedures for scoring and merging tests when the applicant tested with no ID, in the DEP, in a reserve component, with an incomplete USMEPCOM Form 714A-E, and testing in the "N" status.

- 4-3. Explain the procedures for processing ASVAB answer sheets when the OMR and/or MIRS is inoperative.

4205.5 Safety Precautions

- 5-1. None to be discussed.

4206 *Test Material Security*

References:

- a. AR 601-270
- b. USMEPCOM Reg 611-1

4206.1 Explanation

- 1-1. Explain the procedures for removal of test material from security containers.
- 1-2. Explain the test security requirements at the close of business.
- 1-3. Explain the requirements for transporting accountable test material.
- 1-4. Explain the test material security procedures used when emergencies arise during test administration.

4206.2 Components

For each component listed below:

- a. What is its purpose?
- b. How is it used?
- c. What quality control is required?
- d. What are its requirements?

	a	b	c	d
2-1. AFPT Form 237	X	X	X	X
2-2. DA Form 479	X	X	X	X
2-3. OPM Form 697A	X	X	X	X
2-4. Standard Form 702	X	X	X	X
2-5. USMEPCOM Form 611-1-7-E	X	X	X	X

	a	b	c	d
2-6. USMEPCOM Form 611-1-9-R-E	X	X	X	
2-7. USMEPCOM Form 611-1-3-R-E	X	X	X	X
2-8. Access Roster	X	X	X	X
2-9. Security containers	X	X		X
2-10. Test Area	X	X		X

4206.3 Interface

- 3-1. Explain how test material security interfaces with test administration.
- 3-2. Explain how test material security interfaces with recruiting personnel.
- 3-3. Explain how test material security interfaces with test loss/compromise.

4206.4 Special Conditions

- 4-1. Explain the procedures for overnight stops with accountable test material.

4206.5 Safety Precautions

- 5-1. None to be discussed.

4207 *Met Site Inspections*

References:

- a. AR 601-270
- b. USMEPCOM Reg 611-1
- c. OPM CE-611-1

4207.1 Explanation

- 1-1. Explain the purpose of MET site inspections.
- 1-2. Explain the requirements and procedures for conducting a MET site inspection.

4207.2 Components

For each component listed below:

- a. What is its requirement?
- b. How is it used?
- c. What inspection action is required?

	<u>a</u>	<u>b</u>	<u>c</u>
2-1. MET Site Review and Analysis Book	X	X	X
2-2. USMEPCOM Form 611-1-14-R-E	X	X	X
2-3. Security containers	X	X	X
2-4. Testing signs	X	X	X
2-5. Clock	X	X	X
2-6. Test booklets	X	X	X
2-7. Answer sheets	X	X	X
2-8. Room condition	X	X	X
2-9. Manual of administration	X	X	X
2-10. Stop watch/electronic timer	X	X	X

4207.3 Interface

- 3-1. Explain how MET site inspections interface with OPM testing.
- 3-2. Explain how MET site inspections interface with the recruiting commands mission.

4207.4 Special Conditions

- 4-1. Explain the requirements and procedures for opening, moving, or closing a MET site.

4207.5 Safety Precautions

- 5-1. Explain the safety precautions for driving to and from a MET site inspection during adverse conditions.

4208 TCO Interviews

References:

- a. USMEPCOM Reg 611-1
- b. USMEPCOM Reg 611-3

4208.1 Explanation

- 1-1. Explain the purpose of the test control officer (TCO) interview.
- 1-2. Explain who is authorized to conduct the TCO interview.
- 1-3. Explain the circumstances which would require a TCO interview.

4208.2 Components

For each component listed below:

- a. What is its purpose?
- b. How is it used?
- c. What are its requirements?

	a	b	c
2-1. TCO Interview Worksheet	X	X	X
2-2. Sworn statements	X	X	X
2-3. MIRS code "M"	X	X	X
2-4. MIRS code AK@	X	X	X
2-5. MIRS code AP@	X	X	X

4208.3 Interface

- 3-1. Explain how the TCO interview interfaces with confirmation testing.
- 3-2. Explain how the TCO interview interfaces with applicant processing.
- 3-3. Explain how the TCO interview interfaces with MIRS.

3-4. Explain how the TCO interview interfaces with other MEPS processors.

3-5. Explain how the TCO interview interfaces with signature verifications.

4208.4 Special Conditions

4-1. Explain the procedures when an applicant fails a TCO interview.

4-2. Explain the procedures when an applicant reports recruiter malpractice.

4208.5 Safety Precautions

5-1. Explain the procedures for interviewing an intoxicated, hostile, or disturbed applicant.

4209 OPM Testing

References:

- a. DOD/OPM MOU
- b. USMEPCOM Reg 611-1
- c. OPM CE-611-1

4209.1 Explanation

1-1. Explain the purpose of OPM testing.

1-2. Explain under what circumstances OPM conducts production and student testing.

4209.2 Components

For each component listed below:

- a. What is its purpose?
- b. How is it used?
- c. What quality control is performed on it?
- d. What are its requirements?

	<u>a</u>	<u>b</u>	<u>c</u>	<u>d</u>
2-1. OPM CE-611-1	X	X	X	X
2-2. USMEPCOM Form 611-1-7-E	X	X	X	X

	<u>a</u>	<u>b</u>	<u>c</u>	<u>d</u>
2-3. USMEPCOM Form 611-1-14-R-E	X	X	X	X
2-4. Scratch paper	X	X	X	X
2-5. Answer sheets and ribs	X	X	X	X
2-6. MET site packs	X	X	X	X
2-7. OPM test administrator visits	X	X		X
2-8. OPM MET site inspections	X	X		X
2-9. Testing signs	X	X		X
2-10. Clock	X	X		X
2-11. Student packs	X	X		X
2-12. OPM Form 697A	X	X	X	X
2-13. USMEPCOM Form 601-4-3-R-E	X	X	X	X
2-14. USMEPCOM Form 601-4-R	X	X	X	X
2-15. Test administration manuals	X	X	X	X

4209.3 Interface

- 3-1. Explain how OPM testing interfaces with confirmation testing.
- 3-2. Explain how OPM testing interfaces with MEPS processing and scheduling.
- 3-3. Explain how OPM testing interfaces with high school ASVAB scheduling.

4209.4 Special Conditions

- 4-1. Explain the procedures for late MET site packages.
- 4-2. Explain the procedures for OPM TA no-show.

4209.5 Safety Precautions

- 5-1. None to be discussed.

4210 Test Loss/Compromise

References:

- a. DOD/OPM MOU
- b. USMEPCOM Reg 611-1
- c. OPM CE-611-1

4210.1 Explanation

- 1-1. Explain what constitutes a test loss/compromise.
- 1-2. Explain the procedures for reporting a test loss/compromise.
- 1-3. Explain the followup action required by the MEPS when a test loss/compromise has been reported.
- 1-4. Explain what noncompromise-related incidents are.

4210.2 Components

For each component listed below:

- a. What is its purpose?
- b. How is it used?
- c. What are the time requirements?

	<u>a</u>	<u>b</u>	<u>c</u>
2-1. USMEPCOM Form 611-1-R-E	X	X	X
2-2. Telephonic Report	X	X	X

4210.3 Interface

- 3-1. Explain how a test loss and/or compromise interfaces with retesting procedures.
- 3-2. Explain how a test loss/compromise interfaces with late MET site deliveries.
- 3-3. Explain how a test loss/compromise interfaces with accountable test material inventory and/or destruction.
- 3-4. Explain how a test loss/compromise interfaces with test material security.

4210.4 Special Conditions

- 4-1. Explain the procedures for reporting the recovery of lost test material.

4210.5 Safety Precautions

- 5-1. None to be discussed.

4211 *Accountable Test Material Inventory/Destruction*

References:

- a. AR 601-270
- b. USMEPCOM Reg 611-1

4211.1 Explanation

- 1-1. Explain the purpose of accountable test material inventory.
- 1-2. Explain the procedures for accountable test material inventory.
- 1-3. Explain the requirements and procedures for destruction of accountable test material.
- 1-4. Explain the procedures for transfer of accountable test materials.
- 1-5. Explain the procedures for procurement of accountable test material.

4211.2 Components

For each component listed below:

- a. What is its purpose?
- b. How is it used?
- c. What are its requirements?

	<u>a</u>	<u>b</u>	<u>c</u>
2-1. USMEPCOM Form 611-1-1-R-E	X	X	X
2-2. USMEPCOM Form 611-1-8-R-E	X	X	X
2-3. USMEPCOM Form 611-1-11-R-E	X	X	X
2-4. Shredder	X	X	

	<u>a b c</u>
2-5. Change of TCO Inventory	X X X
2-6. Joint Inventory	X X X

4211.3 Interface

- 3-1. Explain how accountable test material inventory and destruction interfaces with test security.
- 3-2. Explain how the accountable test material inventory and destruction is affected by personnel transfers.

4211.4 Special Conditions

- 4-1. Explain the procedures for reporting discrepancies found during accountable test material inventory.

4211.5 Safety Precautions

- 5-1. Explain the safety precautions for operating and performing preventative maintenance on the shredder.

4212 *High School Asvab Scheduling***References:**

- a. USMEPCOM Reg 601-4
- b. OPM CE-611-1
- c. AR 601-222
- d. DOD/OPM MOU

4212.1 Explanation

- 1-1. Explain the purpose of high school ASVAB scheduling.
- 1-2. Explain the role OPM test administrators play in scheduling high school ASVAB tests.
- 1-3. Explain the purpose of providing promotional ASVAB materials to high schools.
- 1-4. Explain the function of the Interservice Recruitment Committee's Educational Subcommittee.

4212.2 Components

For each component listed below:

- a. What is its purpose?
- b. How is it used?
- c. When is it required to be used?

	<u>a</u>	<u>b</u>	<u>c</u>
2-1. USMEPCOM Form 601-4-3-R-E			X X X
2-2. High school scheduling letter			X X X
2-3. High school option codes			X X X

4212.3 Interface

- 3-1. Explain how high school ASVAB scheduling interfaces with the recruiting command 's mission.
- 3-2. Explain how high school ASVAB scheduling interfaces with OPM testing.

4212.4 Special Conditions

- 4-1. Explain the procedures for scheduling high school ASVAB test dates.
- 4-2. Explain the procedures for scheduling high school ASVAB tests with limited testing time available
- 4-3. Explain the USMEPCOM policy for testing high school sophomores.
- 4-4. Explain the procedures when TA no-show at high school
- 4-5. Explain the procedures when proctor no-show at high school.

4212.5 Safety Precautions

- 5-1. Explain the safety precautions taken when scheduling a high school ASVAB test in areas or schools noted for violence.

4213 *Student ASVAB Distribution*

References: USMEPCOM Reg 601-4

4213.1 Explanation

- 1-1. Explain the purpose for student ASVAB distribution procedures.
- 1-2. Explain the time requirements for distribution of high school products to the high school.
- 1-3. Explain the time requirements for distribution of high school products to the recruiting commands.
- 1-4. Explain the requirements and procedures for electronic release of high school test results.

4213.2 Components

For each component listed below:

- a. What is its purpose?
- b. How is it used?
- c. What is its distribution?

	<u>a</u>	<u>b</u>	<u>c</u>
2-1. USMEPCOM Form 601-4-2-R	X	X	X
2-2. MIRS	X	X	X
2-3. ASVAB result sheets	X	X	X
2-4. Gummed labels	X	X	X
2-5. Recruiter Service copy printouts	X	X	X
2-6. STS Raw Score Roster	X	X	X
2-7. Test Score Results Roster	X	X	X

4213.3 Interface

- 3-1. Explain how student ASVAB distribution interfaces with the high school option codes.
- 3-2. Explain how electronic release of high school scores interfaces with the Alpha List.

4213.4 Special Conditions

- 4-1. Explain how the student ASVAB component is affected by late proctor support or no-shows.

4213.5 Safety Precautions

- 5-1. None to be discussed.

4214 Student Package Processing

Reference: USMEPCOM Reg 601-4

4214.1 Explanation

- 1-1. Explain the security requirements for mailed/special delivery accountable test material.
- 1-2. Explain the time requirements for delivery and processing of student packages after completion of the ASVAB testing.

4214.2 Components

For each component listed below:

- a. What is its purpose?
- b. How long is it maintained?
- c. Where is it maintained?
- b. What quality control procedures are performed?

	<u>a</u>	<u>b</u>	<u>c</u>	<u>d</u>
2-1. USMEPCOM Form 601-4-R	X	X	X	X
2-2. ASVAB answer sheets	X	X	X	X
2-3. ASVAB answer sheet ribs	X	X	X	X
2-4. OPM Form 697A	X	X	X	X
2-5. Scratch paper	X	X	X	X

4214.3 Interface

- 3-1. Explain how student package delivery and processing interfaces with applicant processing.
- 3-2. Explain how late student package delivery and/or processing interfaces with applicant processing.
- 3-3. Explain how student package delivery and processing interfaces with the recruiting Commands' mission.
- 3-4. Explain how student package processing interfaces with the command ' s quality control program.
- 3-5. Explain how late student package delivery interfaces with test loses/compromises.
- 3-6. Explain how late student package processing interfaces with the command ' s quality control program.

4214.4 Special Conditions

- 4-1. Explain the procedures for processing student answer sheets when the student answer sheet contains missing information.
- 4-2. Explain the procedures for processing student answer sheets when the student fails to sign the Privacy Act Statement on the ASVAB answer sheet.

4214.5 Safety Precautions

- 5-1. None to be discussed.

CERTIFICATION**4301 Test Administrator**


Estimated completion time: 6 weeks

Prior to starting your assigned tasks, complete the following items:


Basic Knowledge: 4101 through 4105

Duties: 4201 through 4206, and 4209

4301.1 Demonstration

Place a  mark or your initials as you complete a subtask

- 1-1. Perform a quality control check of USMEPCOM Form 714A-E. _____
- 1-2. Code USMEPCOM Form 714A-E. _____
- 1-3. Suspense incomplete USMEPCOM Form 714A-E, SSN verifications, and "N" status discrepancies. _____
- 1-4. Clear incomplete USMEPCOM Form 714A-E, SSN verifications, and "N" status discrepancies. _____
- 1-5. Receive a MET site package. _____
- 1-6. Breakdown a MET site package. _____
- 1-7. Perform a QC check of a MET site package. _____
- 1-8. Process a MET site package. _____
- 1-9. Complete a files check on a MET site tester. _____
- 1-10. Complete a high school check for a MET site tester. _____
- 1-11. Work-up high school conversion request using the Alpha List (high school lookup). _____
- 1-12. Work-up high school conversion request using PCN UE561-59C and PCN STS050. _____
- 1-13. Complete preparation for an enlistment ASVAB testing. _____
- 1-14. Complete preparation for a student ASVAB testing. _____

Place a  mark or
your initials as you
complete a subtask

1-15. Administer in-house enlistment ASVAB (two testing sessions are required for certification. Two sets of initials and two dates are required in each block).

1-16. Administer contract facility enlistment ASVAB (two testing sessions are required for certification. Two sets of initials and two dates are required in each block).

1-17. Perform a QC check of accountable test material.

1-18. Compute an unverified test score.

1-19. Manually score an enlistment ASVAB answer sheet.

1-20. Perform a QC check using USMEPCOM PCN ZHM080 and ZHM088.

1-21. Remove and replace accountable test material from security containers.

1-22. Transport accountable test material outside of the MEPS.

1-23. Complete an end-of-day check.

1-24. Perform a QC check on ADP 714As.

1-25. Administer and score the following special qualifications tests:

a. AFAST

b. AFDAT

c. AP

d. ECLT

e. EDPT


f. DLAB

g. MDB

h. OSB

i. RCAT

j. AFOQT

Place a  mark or
your initials as you
complete a subtask

- 1-26. Administer a student ASVAB test. _____
- 1-27. Administer a split session student ASVAB test. _____
- 1-28. Perform a QC of a student answer sheet. _____
- 1-29. Manually score a student answer sheet. _____
- 1-30. Perform a QC check of the Prefeedback Roster. _____
- 1-31. Perform a QC check of the Feedback Roster. _____
- 1-32. Boot-up the file server and the ET/TA stations in the network mode. _____
- 1-33. Boot-up the ET/TA stations in the standalone mode. _____
- 1-34. Administer a CAT-ASVAB test in the network mode. _____
- 1-35. Perform a failure/recovery at the ET station in the network mode. _____
- 1-36. Perform a failure/recovery at the ET station in the standalone mode. _____
- 1-37. Perform a failure/recovery at the TA station in the network mode. _____
- 1-38. Perform a failure/recovery at the TA station in the standalone mode. _____
- 1-39. Administer a CAT-ASVAB test in the standalone mode. _____
- 1-40. Send a CAT-ASVAB test result to MIRS in the network mode. _____
- 1-41. Send a CAT-ASVAB test result to MIRS in the standalone mode. _____
- 1-42. Power down the ET/TA stations and the file server. _____
- 1-43. Perform a preventative maintenance check on the CAT-ASVAB test system. _____

Initials

Date

Task 4301 completed: _____

4302 *Met Site Inspector*


Estimated completion time: 3 weeks

Prior to starting your assigned tasks, complete the following items:

Basic Knowledge: 4101 through 4105

Duties: 4206, 4207, and 4209

4302.1 Demonstration

Place a  mark or your initials as you complete a subtask

1-1. Schedule a MET site inspection with OPM. _____

1-2. Inspect a MET site. _____

1-3. Perform a performance evaluation on the OPM test administrator. _____

1-4. Inspect an applicant's check-in procedures. _____

1-5. Inspect mailing procedures. _____

1-6. Complete a USMEPCOM Form 611-1-14-R-E. _____

Initials

Date

Task 4302 completed: _____

4303 *Testing ATCO*


Estimated completion time: 8 weeks

Prior to starting your assigned tasks, complete the following items:

Basic Knowledge: 4201 through 4205


Duties: 4206, 4208 through 4211

4303.1 Demonstration


Place a  mark or your initials as you complete a subtask

1-1. Perform a QC check of OPM Form 697A. _____

1-2. Prepare an OPM discrepancy letter. _____

Place a  mark or
your initials as you
complete a subtask

- | | |
|--|-------|
| 1-3. Verify an OPM test session. | _____ |
| 1-4. Perform a QC check of a USMEPCOM Form 611-1-9-R-E | _____ |
| 1-5. Perform a QC check and verification of a DOD Form 1304.12K. | _____ |
| 1-6. Perform a QC of the Prefeedback Roster. | _____ |
| 1-7. Perform a QC check of the USMEPCOM Form 611-1-7-E. | _____ |
| 1-8. Verify accuracy of an Automated Testing Program Report. | _____ |
| 1-9. Prepare a USMEPCOM Form 680-2-R . | _____ |
| 1-10. Prepare a QC check of Standard Form 700. | _____ |
| 1-11. Suspend and clear an ASVAB test for an "N" status tester. | _____ |
| 1-12. Suspend and clear an ASVAB test for an SSN verification. | _____ |
| 1-13. Suspend and clear an ASVAB test for an incomplete
USMEPCOM Form 714A-E. | _____ |
| 1-14. Conduct a semiannual inventory. | _____ |
| 1-15. Prepare semiannual inventory results. | _____ |
| 1-16. Conduct destruction of accountable test material. | _____ |
| 1-17. Complete a receipt of accountable test material. | _____ |
| 1-18. Transfer accountable test material from the MEPS. | _____ |
| 1-19. Post a Standard Form 701. | _____ |
| 1-20. Report a test loss/compromise. | _____ |
| 1-21. Prepare a serious incident report . | _____ |
| 1-22. Schedule a MET site inspection. | _____ |
| 1-23. Open, close, and move a MET site. | _____ |
| 1-24. Change a MET site testing schedule. | _____ |
| 1-25. Coordinate a schedule for a high school test. | _____ |

Place a  mark or
your initials as you
complete a subtask

- 1-26. Monitor a high school test. _____
- 1-27. Conduct a TCO interview. _____
- 1-28. Clear a TCO interview. _____
- 1-29. Take action for failure to conduct a TCO interview. _____
- 1-30. Perform an Initial Operational Test and Evaluation (IOT&E). _____
- 1-31. Prepare an annual consolidated MET site list. _____
- 1-32. Ensure all accountable test material is properly marked with
serial number. _____

Initials Date

Task 4303 completed: _____

4304 *Test Control Officer*


Estimated completion time: 8 weeks

Prior to starting your assigned tasks, complete the following items:


Basic Knowledge: 4210 through 4205

Duties: 4206 through 4213


4304.1 Demonstration

Place a  mark or
your initials as you
complete a subtask

- 1-1. Perform a QC check of an OPM Form 697A. _____
- 1-2. Prepare an OPM discrepancy letter. _____
- 1-3. Verify an OPM test session. _____
- 1-4. Perform a QC check of a USMEPCOM Form 611-1-9-R-E. _____
- 1-5. Perform a QC check and verification of a DOD Form 1304.12K. _____

Place a  mark or
your initials as you
complete a subtask

- 1-6. Perform a QC check of the Prefeedback Roster. _____
- 1-7. Perform a QC check of the Feedback Roster. _____
- 1-8. Suspend and clear an ASVAB test for a "N" status tester. _____
- 1-9. Suspend and clear an ASVAB test for a SSN verification. _____
- 1-10. Suspend and clear an ASVAB tests for an incomplete
USMEPCOM Form 714A-E. _____
- 1-11. Conduct an annual inventory. _____
- 1-12. Prepare annual inventory results. _____
- 1-13. Conduct destruction of accountable test material. _____
- 1-14. Complete a receipt of accountable test material. _____
- 1-15. Transfer accountable test material from the MEPS. _____
- 1-16. Report a test loss/compromise. _____
- 1-17. Prepare a serious incident report. _____
- 1-18. Schedule a MET site inspection. _____
- 1-19. Open, close, and move a MET site. _____
- 1-20. Change a MET site testing schedule. _____
- 1-21. Coordinate scheduling for a high school test. _____
- 1-22. Monitor a high school test. _____
- 1-23. Conduct a TCO interview. _____
- 1-24. Clear a TCO interview. _____
- 1-25. Take action for failure to conduct a TCO interview. _____
- 1-26. Monitor a MET site package delivery. _____
- 1-27. Monitor a high school testing goal. _____
- 1-28. Interact with the Educational Subcommittee. _____

Place a  mark or
your initials as you
complete a subtask

1-29. Monitor a high school product distribution. _____

1-30. Ensure all test material are properly marked. _____

Initials

Date

Task 4304 completed: _____

4305 *Test Coordinator*


Estimated completion time: 4 weeks

Prior to starting your assigned tasks, complete the following items:

Basic Knowledge: 4101 through 4105

Duties: 4209, 4212, and 4213

4305.1 Demonstration

Place a  mark or
your initials as you
complete a subtask

1-1. Coordinate with a school counselor to schedule high school test date/time. _____

1-2. Coordinate with OPM for high school testing support. _____

1-3. Coordinate with ATCO/TCO for MEPS high school testing support. _____

1-4. Schedule a high school test. _____

1-5. Receive accountable high school test material. _____


1-6. Quality control of high school accountable test materials. _____

1-7. Coordinate with the ATCO/TCO student ASVAB scoring. _____

1-8. Electronically release a high school 's test result. _____

1-9. Track a student 's ASVAB scoring. _____

1-10. Breakdown a high school test result product. _____

Place a  mark or
your initials as you
complete a subtask

1-11. Distribute a student ASVAB product to the recruiting commands. _____

1-12. Distribute a student ASVAB product to a high school. _____

1-13. Monitor a high school ' s accountable test material destruction. _____

1-14. Budget with Budget Analyst Assistant for temporary duty
for student test sessions. _____

1-15. Use a high school ' s PC program. _____

1-16. Update a MIRS school and the Population Roster. _____

Initials Date

Task 4305 completed: _____

PROGRESS SUMMARY SHEET

Page ____ of

NAME: _____ GRADE/RANK:

BASIC KNOWLEDGE**DATE COMPLETED**

4101 USMEPCOM's Mission

4102 Quality Control

4103 Aptitude Testing

4104 Medical Examination

4105 Operational Processing

JOB KNOWLEDGE

4201 USMEPCOM Form 714A-E

4202 MET Site Package Processing

4203 High School Conversions

4204 Test Administration

4205 ASVAB/Special Test Scoring and Merge

4206 Test Material Security

4207 MET Site Inspections

4208 TCO Interviews

4209 OPM Testing

4210 Test Loss/Compromise

4211 Accountable Test Material
Inventory/Destruction

4212 High School ASVAB Scheduling

4213 Student ASVAB Distribution

4214 Student Package Processing

CERTIFICATION SHEET

NAME: _____ GRADE/RANK _____

The individual named above, has satisfactorily completed the task(s) in the following MEQS areas shown below.

	Date	Initials
4301 Test Administrator	_____	_____/_____
4302 MET Site Inspector	_____	_____/_____
4303 Testing ATCO	_____	_____/_____
4304 Testing Control Officer	_____	_____/_____
4305 Test Coordinator	_____	_____/_____

CERTIFICATION: The individual above has satisfactorily performed the task(s), orally and/or in writing, in the areas indicated above. The supporting Progress Summary Sheet is attached.

Supervisor's signature	_____/_____
	Date